

Note for Lattanzio, Ted

From: Lattanzio, Ted
Date: Wed, Mar 9, 1994 12:05 PM
Subject: WRA/SA 3/8 Follow-Up
To: Borelli, Thomas; Goodheart, Jan; Logue, Mayada; McAlpin, Loreen; Opocensky, Margaret; Pottorff, Mary; Purcell, Clare; Winokur, Matt
Cc: Hoffman, Denise; Parrish, Steve

To begin with, my thanks to all for the excellent, 1st "video" telephone, conference call. Everyone's active participation ensured that all are keep in the loop about ongoing activities/plans/strategies, etc. To that end, following are the items that required follow-up from the 3/8 meeting:

- 1) Mayada Logue to get a copy of the general plan relative to ASHRAE revision to interested individuals.
- ~~2) Ted Lattanzio to set additional meetings with Burson regarding communications plans.~~ 3/25
- 3) George Patskan to relay requests to Clare Purcell regarding building study relative to budgets.
- 4) Jan Goodheart to follow-up with Tony Andrade regarding ISO/Japan situation and additional follow-up.
- 5) Rick Solana and George Patskan attending 3/14 Conference; with trip report to Loreen McAlpin.
- ~~6) Ted Lattanzio to send information regarding Tozzi and projects to Richmond.~~ 3/11
- 7) Richmond to be brought into the loop regarding the Richmond Regency Square Mall activities(DONE--see ms mail to Loreen)
- 8) ALL--to submit to Mary Pottorff any and all suggestions regarding the importance of Georgetown Data base; she will synthesize and give to Tony Andrade prior to next C of C meeting to ensure full funding.
- 9) Matt Winokur to continue efforts regarding October conference and expected leak--contingency plan to be drafted by all involved.
- 10) Ted Lattanzio will get to all final draft language(after approvals) relative to State Pro-Active agenda.
- 11) NEXT MEETING--Due to FET week and related activities, the next available meeting dates are somewhat limited and will preclude us from having one in 2 weeks--NEED your OK dates for the next conference call from the following--Monday, 3/28; Tuesday, 3/29; Wednesday, 3/30. After this brief hiatus, we will schedule future conference calls every other week(as we all discussed) and shoot for Monday's at 9:30 AM(3:30 PM Neuchatel). Also, items you wish to have considered, just let me know. An agenda will be circ; prior to the next conference call. Thanks.

Denise, hard copies to Tony Andrade, George Patskan, Rick Solana, Ruth Dempsey, Helmut Reif & Mitch Ritter. Thanks.

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